CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING MINUTES – 18 MARCH 2025

Date: 18 March 2025
Time: 6:30pm
Location: CHSS Conference Room 2

AGENDA ITEM	
Opening and welcome by the Chair **Oriel Morrison-Higgins**	Meeting opened at 6.30pm. The President welcomed the members and executive committee to the general meeting and gave an Acknowledgement of Country.
Apologies	As per attendance sheet. Felicity Burns, Amanda Merrick, Claudi Bird, Tom Mittelman
Confirmation of minutes of previous GM	Confirmation of the minutes of the previous GM - Att 1.1; the Chair signed the confirmed copy of minutes from the last meeting to be distributed to members.
Motion	"Moving that these minutes be confirmed as a true and correct record of the meeting held on the 11th of February 2025." Moved: Eve Jenkins; Seconded: Melissa Wheaton; Carried
Elections	
Declare vacancies of existing Executive Committee	Mona Hope stepped down from the position of Secretary. Caroline Lawless stepped down from the position of Treasurer.
Election of Executive Committee	The Chair declared the offices of Treasurer and Secretary open. **Nomination for Treasurer:** Mona Hope For the position of Treasurer, there was one nomination for the position, Mona Hope stood for election to the position and was elected by majority vote. **Nomination for Secretary:** Caroline Lawless For the position of Secretary, there was one nomination for the position, Caroline Lawless stood for election to the position and was elected by majority vote.
Motion to change bank signatories to the newly elected Executive	That Eve Jenkins and Greer Bystrycki be removed and Caroline Lawless and Mona Hope be added as bank signatories for Bank of Queensland accounts: 21531282, 20661203, 20661199 and 22003642; and Commonwealth Bank account 06 4152 0090 1180.
Motion	"Moving that Mona Hope resign from the position of Secretary and be appointed as Treasurer and be added as bank signatories for Bank of Queensland accounts: 21531282; 20661203; 20661199; and Commonwealth Bank account: 06 4152 0090." Moved: Eve Jenkins; Seconded: Melissa Wheaton; Carried
Motion	"Moving that Caroline Lawless resign from the position of Treasurer and be appointed as Secretary and be added as bank signatories for Bank of Queensland accounts: 21531282; 20661203; 20661199; and Commonwealth Bank account:

	06 4152 0090." Moved: Eve Jenkins; Seconded: Tammi Levine; Carried
Secretary's Report	
Report – see Att 1.2	**See Secretary's Report at Attachment 1.2** Discussed **action items** that have been progressed or completed - see Table 1 below for updated information.
Table of executive committee's decisions	Secretary tabled executive committee's decisions - Att 1.2 Discussed necessary action taken on urgent matters since the previous meeting.
Correspondence received since last GM	Distributed list of inward and outward correspondence endorsed as per Secretary's Report - Att 1.2.
President's Report	
Oriel Morrison-Higgins **Report – see Att 2.1**	**See President's Report at Attachment 2.1.** Welcome to the March 2025 meeting…. and what a way to start the year, with a cyclone and school closures! ● Our first meeting for our new exec including Caro and Mona - welcome to you both. ● This meeting assumes that everyone has read the attached reports and we will therefore not have each subcommittee leader presenting their report contents. Rather only any issues which require discussion in this meeting and/or a motion to be considered will be raised. ● Unfortunately we have had to postpone the Family Fun Day - more in the events report. ● We have been working behind the scenes on helping the school with the tuckshop revamp… hoping for the work to start in the April school holidays, but we are waiting for confirmation on that. In the meantime a big thank you to Mel, Cath and Bec who helped a massive clean out of the School Hall Kitchen… and thank you also to Flick for taking all the unused items to Trash and Treasure! We are still looking for people to lead some of our events this year, so if you are interested, please put your hand up - all dates are in the events report. **Discussed:** ● Since the last meeting an urgent motion was requested for the Executive to approve $960 for 5 students' stationery packs as they need financial assistance. This motion was carried via WhatsApp. ● I have drafted 2 policies - **"CHSS P&C Support for Essentials Policy 2025 – Uniforms and Tuckshop"** and **"CHSS P&C Support for Excellence Policy 2025 – Travel to Competitions"** to cater for the request for financial assistance for stationery packs**.** These policies will need to be considered by the P&C Committee Members prior to the next meeting to determine whether they are appropriate and suitable. ● Julie Lewsey has raised the possibility of an Entrepreneur's Club to emphasise the importance of fiscal management and allow children the opportunity to develop their ideas and raise money (individually or for a charity) in a safe space. ● Proposal is for Julie to operate at lunchtimes (20-35 minutes) at a similar time to the "Side Hustle" Educational Research Project (ERP) that the school

	operates. Children will then be able to develop products and sell at the Family Fun Day and/or Christmas Concert.
Vice President	
Amanda Merrick	**Discussed:** ● Amanda is an apology for this meeting and therefore there is no Vice President Report. ● The Vice President has been supporting the President, the Executive, and the Events Team. ● Amanda is also planning the Colour Run with Sarah and team, see Events Report.
Treasurer's Report	
Greer Bystrycki Report Att 3.1	**See Treasurer's Report at Attachment 3.1.** **Discussed:** ● Sales are slightly down but profits are still good. ● Full budgets for the various Subcommittees are not yet available.
School Leadership	
Stewart Jones **School Principal** Report Att 4.1	**See Principal's Report at Attachment 4.1.** **Discussed:** ● **Kowanyama State School:** 9 First Nations students have arrived and have been welcomed and included into the school community with many of the students joining in playing on the oval with the CHSS students. ● **Ignite:** teacher hired to provide Extension Maths to Years 3 and 4 students on Wednesdays before school. If the program is successful, there will be an ability to split into two mornings, one for Year 3 students and one for Year 4 students. ● **P&C Funding:** there has been a request for the P&C Committee to provide additional funding ($20k) and support for reading resources for 2025. ● On the basis that airconditioner maintenance is now being funded by the Department of Education for 2025, suggestion was to use this budgeted amount instead. ● It was raised that depending on access for the rides for the Festival on the Hill event, the P&C Budget may be reduced by $30k already so the Treasurer is to consider whether it is financially feasible to fund the reading resources for 2025. But it was decided that the P&C use the air conditioning budget so the funding for readers would go ahead.
Motion	"Moving that the P&C Committee provide $20k to fund the reading resources for the school for 2025." Moved: Greer Bystricki; Seconded: Mona Hope; Carried
Subcommittee Reports	
OSHC Liaison **Tammi Levine**	**See the OSHC Liaison's Report at Attachment 5.9.** ● Moved up in the agenda to allow HHN's Caitlin Crow and Karyn Johnston (Regional Manager for HHN) to attend. ● Addressing parent concerns regarding staffing and processes. **Discussed:** ● Even though there is a shortage of staff nationwide they need the right person, right role for the right reason for staff working at OHSC. Safeguarding children is their priority and they need to be mindful of staffing ratios. Caitlin is able to step in to provide care in Emergency

	situations but this takes her away from her supportive role for the HHN's staff. Feedback from all P&C Committee members present was that Caitlin is outstanding in her role. ● Concerns have been raised from prep parents around separating the prep students from the older students. Caitlin advised that they would need 13 prep students to warrant a separate prep group as they always need 2 OHSC staff members present at all times. ● There was an incident where a student wandered away after participating in an extracurricular activity after school. Caitlin was responsive and it was determined quickly that the student had been transferred from HHN's care to the extra curricular activity provider's care in accordance with their policies and procedures. Matter was resolved and HHN was not at fault as was not responsible for the child after responsibility was correctly transferred to the other service provider ● Vacation programs have been released ● Acknowledgement that HHN have agreed to sponsor (and provide face painting services) for both the Festival on the Hill and the Family Fund Day. Thank you HHN!
Events Subcommittee Report – see Att 5.1 Trish	**See the Events Report at Attachment 5.1.** **Discussed:** ● **2025 Family Fun Day,** Lead: Eve. o Postponed! Unfortunately, due to Cyclone Alfred's stormy aftermath. New date needs to be decided. It was agreed that 9th August 2025 will be the new date. Previously purchased tickets will remain valid and/or refunds can be provided for those who are unable to attend this new date. ● **2025 Festival on the Hill,** 14th June 2025, Lead: Alice. ● **2025 Trash and Treasure,** 14th June 2025, Lead: Flick. o Flick has created a volunteer signup sheet. o Trash and Treasure will occur regardless of whether the Festival on the Hill proceeds or not.
Buildings and Grounds Subcommittee **Claudi Bird**	**Discussed**: ● Claudi is an apology for this meeting and therefore there is no B&G Report. ● **Working Bee:** Proposed to occur on 30th March 2025 to assist with filling sand into the prep playground.
Tuckshop Subcommittee **Michelle Seymour**	**Discussed**: ● Michelle is an apology for this meeting and therefore there is no Tuckshop Report. ● Note to discuss progress of tuckshop renovation in next meeting.
Uniform Shop Subcommittee **Melissa Wheaton**	**Discussed**: ● **New Material:** Mel is going to do a cost comparison for the new material being considered for the shirts and shorts. This new material is more suitable for students with sensory issues/allergy as less of an irritant and softer to the touch. Design will also be considered at a later point in time. ● **Cost:** Cost comparison performed against local schools from Ashgrove to West End. The only two items that are higher are the dress/long sleeve polo.

	• **Bucket Hats:** The 2026 prep students will be the first to receive the 2-sided reversible bucket hats. • **Lost Hats:** Discussion around how to reduce the number of lost hats. Parents could consider embroidery of initials/name or another unique identifying marker.
Communications Subcommittee Report – see Att 5.5 **Rebecca Kierle** Ian Burns	**See the Comms Report at Attachment 5.5.** **Discussed:** • **Photos:** Sibling photos will commence at 8am with a coffee truck provided at the hall from 7.30am onwards. Year 6 students wear formal (ie checked) uniforms and bring Seniors Shirt in for photos. If they do not have a Seniors Shirt they are to bring the Interschool Polo Shirt in for photos. • Continued the promotion of colour run, tuckshop special days, etc. • Start looking at comms around Mother Day Stall. • Ramping up advertising and commitments for the fete. • Confirmation of ANZAC day service at school date so we can start talking to CPRs re the wreaths
Grants Subcommittee Report – see Att 5.6 **Genevieve Murray**	**See the Grants Report at Attachment 5.6** • Identified a state community road safety grant (due 31 March) up to $40k. Successful past projects include education on road safety for students ($5,000) and a video project for stop-drop go zones ($16,000). Happy to be guided by school leadership as to whether this is something they wish to pursue. • RACQ grant will not be pursued as no significant flood damage at the school. • No JotForm volunteers replied when contacted, but new grant writer recruited via word of mouth — thanks Flick! • Liaised with Claudi re upcoming initiatives for playgrounds and will start to develop the bid for the Gambling Grant shortly.
Health and Wellbeing Subcommittee Report – see Att 5.7 **Eve Jenkins**	**See the Health and Wellbeing Report at Attachment 5.7.** **Discussed:** • **Family Fun Day:** Postponed due to Cyclone Alfred. New date agreed is 9th August 2025. • **Digger:** Discussed that this could be used for silent auction or as a raffle prize. Eve will collect closer to the Family Fun Day date. • **Yoga:** Thursday nights in the Arts Room with Jo from 7:30pm until 8:30pm. P&C will be responsible for signing the lease for the room. Jo has appropriate public liability insurance in place. Liaise with Annelyse about access to the Arts Room and toilets.. Start promoting classes now with classes to commence in Term 2. • **Positive Behaviour Learning (PBL) Group:** The School PBL Parents propose collaborating with the P&C Health and Wellbeing Subcommittee to run **part 2 of the Friendship Workshop in 2025** for Years 3-6 students. The P&C will help with organisation, sell tickets, run promotions and provide refreshments on the night. The PBL Parents would like to see proceeds go towards funding a **Friendship Trolley**, as discussed last year at P&C meetings.
Motion	"Moving that an amount of $100 be approved to assist with the refreshments and resources for the **PBL Group Friendship Workshop**." Moved: Eve Jenkins; Seconded: Melissa Wheaton; Carried
CPR Facilitator	**Discussed:**

Catherine Nichols	• **Teacher Communications:** Request is that any information for parents to consider (eg Feedback Request) should be sent via the school initially as they have comprehensive parent contact list. The CPR Facilitator can then coordinate whether additional communications/follow ups are required via WhatsApp groups from the original school communications. This would include information regarding school closures. • **Drop and Go Zone:** Stewart advised that Gred Adermann / Brisbane City Council and traffic management team will be reviewing the new drop and go zone once it is operational. Possibility exists that double white line will prevent parents turning right into it. Discussion also on the 'no right turn sign' out of the school. Possibility exists to have the second drop zone move down towards the current bus zone but this will all need to be considered by BCC and the traffic management team. • **Run Club:** Parents have raised whether the prep - Year 2 students can participate in Run Club. Tal advised that this would depend on the number of parents who volunteered to assist with running. Any interested parents can be directed to contact Tal or Julie.
General Business	
General business Tammi Levine	**Discussed:** • **Playground Injuries:** There was a recent injury on the oval playground equipment that resulted in additional messages from parents regarding other injuries. Incident was logged with regional office and playground equipment was assessed - no additional action required as playground equipment is suitable. Discussed soft fall mats but this is not required at this stage. Was raised whether the school could improve communication post-injury to check in with parents and provide appropriate support as no communications from school were received for this particular incident.
General business 4TE Parent	**Discussed:** • **Chappy Carolyn's Crafting Connections Event:** 8th May 2025 • **Mother's Day Stall:** 9th May 2025 • **Mould:** An issue has been raised by a parent in 4TE around possible mould and associated odour in the classroom. Stewart was unaware of this specific issue but advised that all classrooms have been assessed as a result of Cyclone Alfred so is confident this will be considered/rectified (as necessary).
Closing	
Applications for membership	New membership applications for acceptance: Julie Lewsey "Moving that the application/s for membership received be accepted." Moved: Eva Jenkins; Seconded: Caroline Lawless Carried We welcome our new CHSS P&C member!
Close	Meeting closed at 8:35pm. The next CHSS P&C General Meeting will be held **13 May 2025** at 6:30pm in Conference Room 2.

Confirmation of minutes

Chair name: Oriel Morrison-Higgins

Signature: _____ Date: _____/_____/_____

CHAPEL HILL STATE SCHOOL

PARENTS AND CITIZENS' ASSOCIATION

GENERAL MEETING ATTENDANCE REGISTER – 18 MARCH 2025

STRIVING FOR EXCELLENCE

Name	Present	Apology
Staff Leadership Team		
Stewart Jones (Principal)	Y	
Tal Mitchell (Deputy Principal)	Y	
Mel McDonald (Deputy Principal)		
Paula Morton (Deputy Principal)		
Naomi O'Kearney (Head of Student Support Services)		
Carolyn Harris (Chaplain)	Y	
Annelyse Strong (Business Admin)		
Honorary Life Members		
Jane Fountain		
Melanie Venz		
Robyn Arthur		
Val Balnave		
2025 Members		
Oriel Morrison-Higgins	Y	
Amanda Merrick		
Greer Bystrycki	Y	
Eve Jenkins	Y	

Alice Cottrell		
Amber O'Neill		
Barbara Reid		
Catherine Nichols	Y	
Claudi Bird		N
Genevieve Murray	Y	
Georgia O'Malley		
Ian Burns		
Melissa Wheaton	Y	
Michelle Seymour		
Rebecca Kierle	Y	
Robert Canning		N
Tammi Levine	Y	
Tom Mittelman		N
Carene Hogg		
Caroline Lawless	Y	
Felicity Burns		
Laura Pyke		
Mona Hope	Y	
Stanley Kierle		N
Trish Okafor		
Charmaine Threlfall		
Cheri Jenkinson		
Charnelle Cronje		
Forough Ghasemi		
Kellie Carmichael		
Elaine Chuah		
Qin Li		
Tharuka Prematillake		
Eliza Leslie		
Visitors		
Caitlin Crow	Y	
Karyn Johnston	Y	
Thriua Ayling	Y	
Divna Haslam	Y	

Table 1. ACTION ITEMS WITH PROGRESS NOTES

ASSIGNED TO	ITEM	PROGRESS
P&C Executive (with Member Feedback)	**Donation Policies – Ongoing Discussion** **Action Item March 2025: Integrate a stationery support policy** into the current "Essentials Policy" discussed below, or a new policy could be developed. Discussion relates to school's recent request. **Background**: The P&C are often asked to help families in financial difficulties with school-related expenses. The P&C would like to formalise that process and give the Principal the opportunity to offer financial help to families that he assesses as genuinely in need. No child should miss out. Two policies were developed and approved in 2025, as follows: **CHSS P&C Support for Excellence Policy 2025 – Travel to Competitions** **Purpose**: This policy outlines the process by which students at Chapel Hill State School can request assistance from the P&C to fundraise for travel and competition expenses related to extracurricular activities. ● The P&C would like to acknowledge the limitations our involvement with funding students directly who are travelling to competitions. In these cases, the P&C offers to support the students' fundraising efforts, with advertising, promotions, communications, volunteer support, collection of funds and accounting. **CHSS P&C Support for Essentials Policy 2025 – Uniforms and Tuckshop** **Purpose**: This policy outlines the process by which students at Chapel Hill State School can request assistance from the P&C to provide financial assistance to families in need of support for tuckshop services and school uniforms. ● This policy aims to ensure that all students have equal access to school facilities and resources, regardless of their financial circumstances, while maintaining the confidentiality and dignity of the families involved.	In progress
Julie Lewsey	**Entrepreneur's Club:** Julie to create a concept for Tal to consider along with the preparation of an Expression of Interest form for parents to sign and return to the school should they wish their children to participate.	Not started
Treasurer	**Funding for Reading Resources for 2025:** Motion carried for the P&C Committee to commit $20k fo reading resources for 2025. Treasurer to review and update the Budget to determine whether the $20k previously budgeted airconditioner maintenance expenses (that are no longer required as being funded by the Department of Education) can be used for reading resources.	Not started
CPR Facilitator	**Run Club:** Any interested parents who could volunteer to assist prep - Year 2 students in attending Run Club have been requested to contact Tal or Julie. CPR Facilitator to issue communications to Classroom CPRs to send to parents.	Not started

Health & Wellbeing Subcommittee Lead	**Yoga:** Liaise with Annelyse in relation to the booking of the Arts Room for classes to commence in Term 2. Has lease agreement to hire room been signed by the P&C?	Not started